

Workplace Bullying Policy

1. Purpose

- 1.1 LaserBond Limited ('LaserBond') aims to provide a safe and healthy work environment, so far as is reasonably practicable, in which all workers are treated fairly, with dignity and respect. Bullying is a risk to health and safety in the workplace, and will not be tolerated by LaserBond.
- 1.2 This policy outlines LaserBond's commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that employees are not subjected to any form of bullying while at work.

2. Scope

- 2.1 This policy covers all employees of LaserBond (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of LaserBond (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively 'workplace participants').
- 2.2 This policy extends to all functions and places that are work related. For example: work lunches, conferences, Christmas parties and client functions.

3. Legal responsibilities

- 3.1 Everyone at the workplace has a legal responsibility to prevent bullying from occurring.
- 3.2 Under relevant health and safety legislation ('WHS Legislation') LaserBond has the primary duty to eliminate or minimise, as far as reasonable practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace bullying.
- 3.3 Workplace participants are also required under the WHS Legislation to take reasonable care for their own health and safety, as well as that of others at LaserBond's workplace. All workplace participants must also comply with any reasonable instruction given by LaserBond.

4. What is workplace bullying?

- 4.1 Workplace bullying is repeated, unreasonable behaviour by an individual or group of individuals, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.
- 4.2 A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.
- 4.3 A person's intention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person actually have that effect.
- 4.4 Bullying in the workplace is harmful not only to the target of the behaviour but damages LaserBond's culture and reputation. It is unacceptable and will not be tolerated.

5. Examples of workplace bullying

- 5.1 Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying.

Direct bullying:

- a) Abusive, insulting or offensive language or comments.
- b) Behaviour or language that frightens, humiliates, belittles or degrades, including over criticising, or criticism that is delivered with yelling or screaming.
- c) Inappropriate comments about a person's appearance, lifestyle, family, sexual preferences or any personal or private matter.

Indirect bullying:

- a) Unreasonably overloading a person with work, or not providing enough work.
- b) Setting timeframes that are difficult to achieve, or constantly changing them.
- c) Setting tasks that are unreasonably below, or above, a person's skill level.
- d) Deliberately denying access to resources or workplace benefits and entitlements, for example training, leave etc.

6. What steps will LaserBond take to prevent workplace bullying?

6.1 LaserBond will take all reasonable steps to prevent bullying through a risk management process. This process includes, but is not limited to:

- a) Identification of bullying risk factors - these are issues and situations which could contribute to bullying such as the way in which staff are managed, or organisational change such as redundancies.
- b) Assessment of the likelihood of bullying occurring from the risk factors identified and their potential impact on the workplace participants or workplace.
- c) Eliminating the risks, as far as reasonably practicable, or controlling, or minimising, them as far as reasonably practicable.
- d) Reviewing the effectiveness of the control methods put in place and the process generally.
- e) Training workplace participants about bullying, how to deal with it and its impact on the workplace.

7. Complaint procedure

7.1 If a workplace participant feels that they have been bullied, they should not ignore it.

7.2 LaserBond has a complaint procedure for dealing with bullying – please see Grievance/Complaint Procedure.

8. What will LaserBond do about bullying?

8.1 In handling bullying complaints, LaserBond will adopt the following principles:

- a) Take all complaints seriously.
- b) Act promptly to investigate the matter.
- c) Will not victimise any person who makes a complaint, any person accused of bullying, or any witnesses and will direct other workplace participants not to victimise any person involved in a complaint.
- d) Support all parties.
- e) Be impartial.
- f) Endeavour to maintain confidentiality as far as possible.
- g) Keep records of all meetings and interviews stating who was present and agreed outcomes.

9. Breach of this policy

9.1 LaserBond takes very seriously its commitment to provide, so far as is reasonably practicable, a safe and healthy work environment, free from bullying. All workplace participants are required to comply with this policy.

9.2 If an employee breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors who are found to have breached this policy may have their contracts with LaserBond terminated or not renewed.



- 9.3 If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined.

10. More information

- 10.1 If a workplace participant is unsure about any matter covered by this policy, or requires more information about workplace bullying they should seek the assistance of their supervisor, or of the HR & WHS Coordinator. They may also wish to seek external advice from the relevant regulatory authority such as WorkCover, The Fair Work Commission and the Australian Human Rights Commission.

